

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.go

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

*Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.*

***Look no further, apply today!***

### Associate Information Systems Analyst

(Staff Information Systems Analyst will be considered for recruitment purposes)  
(Permanent/Full time) (E97)

#### **SALARY RANGE:**

\$4829.00 - \$ 6350.00

#### **FINAL FILING DATE:**

Until Filled

#### **QUESTIONS ABOUT THE JOB:**

Thom Pryor  
(916) 554-6813  
(916) 324-6547 TDD\*  
E-mail: Thom.Pryor@dof.ca.gov

#### **SEND APPLICATION TO:**

Department of Finance  
Attn: Stephanie Hees  
915 L Street, Ste. 1235  
Sacramento, CA 95814

#### **WHO MAY APPLY:**

Current state employees at the Associate Information Systems Analyst level, those within transfer range, or individuals who have list eligibility. Will also consider Staff Information Systems Analyst.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

#### **POSITION DESCRIPTION:**

Under general supervision of the Specialized Systems Development manager, the incumbent coordinates with clients, programmers, analysts and other Information Services staff to document application solution requests from system requirements to production deployment plans. The incumbent employs technical knowledge and skills in business process analysis and improvement techniques, tools and methodologies to document business problems to support application development efforts. This position requires the ability to work under pressure to meet deadlines.

#### **SCREENING CRITERIA: (Address the following abilities in your application package)**

- Documenting and analyzing user requirements and requests.
- Documenting and modeling business processes and preparing business analysis.
- Project management.
- Writing Feasibility Study Reports.
- Ability to communicate effectively verbally and in writing with a wide variety of users.

#### **DESIRABLE QUALIFICATIONS:**

- Demonstrated knowledge in the area of business process analysis.
- Establish and maintain cooperative relationships with peers, management, and customers to provide effective analytical skills for application development projects.
- Knowledge of business processes requirements, and analysis techniques.
- Experience in testing software applications, developing test scenarios, and documenting results with an emphasis on quality control and quality assurance.

